



## **Fast Track- Certificate of Use Application**

### **Residential Rentals, Swap Shop Retail and Home-Based Businesses**

City of Lauderhill, 5581 W. Oakland Park Blvd, Lauderhill, FL 33319. 954-739-0100

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Before an applicant can obtain a Local Business Tax Receipt, it is necessary to first apply for a Certificate of Use. **\$50 non-refundable processing fee is required when the application is submitted.**

**The following documents must accompany your application:**

**To rent or lease a residential property:**

Copy of State Issued Driver's License

**Rental Property Business Tax Fees**

\$25.00-(BDF)- Business Development Fee

\$14.70- (030)-Owner of Rental property, per unit, bay, bed, etc.

\$100.00- (MO1)-Minimum Housing Inspection Fee (1 to 10 units) fee per unit

or \$31.50-(MO2)- Minimum Housing Inspection Fee (10 to 99 units) fee per unit

or \$21.00 -(MO3) Minimum Housing Inspection Fee (100 or more units) fee per unit

**The following is included as a part of this application.**

City of Lauderhill, Land Development Regulations, Schedule M. Minimum Housing Quality Standards

### **Swap Shop Retail Businesses**

Copy of Driver's License

Copy of Swap Shop Rental Receipt

Articles of Incorporation, or Fictitious Name Certificate, as applicable

If your business is regulated by the State, and requires a professional license.... **STOP.** You must complete

**Commercial Certificate of Use Application.**

\$25.00-(BDF)- Business Development Fee

\$210.00- Retail Merchant Fee

### **Home Based Businesses**

All professional license(s) as regulated by the State of Florida, Department of Professional Business Regulators, Dept. of Health, Office of Financial Regulation, Florida Bar, etc.

Articles of Incorporation/Fictitious Name Certificate, as applicable

\$220.50-(41R) Restricted Residential-

\$25.00-(BDF) Business Development Fee

### **Re-inspection fees**

\$50.00- first re-inspection

\$100.00- second re-inspection

\$150.00- third re-inspection and each additional re-inspection

**\*Weekend Inspection fee: additional \$50.00**

☐ **NEW BUSINESS**  
(Opening date): \_\_\_\_\_

☐ **EXISTING BUSINESS**  
(Date established): \_\_\_\_\_

☐ **BUSINESS NAME CHANGE**

☐ **CHANGE OF OWNERSHIP:**

☐ **LOCATION CHANGE**

☐ **SWAP SHOP**

☐ **HOME BASED**

☐ **RENTAL**

Please check all that apply.



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**Processing Fee - \$50  
non refundable**

## Fast-Track Certificate of Use Application

### **BUSINESS / PROPERTY INFORMATION**

Business /Rental Property Owner's Name (**Last Name, First Name**): \_\_\_\_\_

Business/ Rental Property Address: \_\_\_\_\_

Number of units: \_\_\_\_\_ (**SWAP SHOP**) Section # \_\_\_\_\_ Booth # \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

Is the business MWBE (Minority Business Women Enterprise) certified? Yes \_\_\_\_\_ No \_\_\_\_\_

Mobile Vehicle Information, **for Mobile Vendors Only:**

Owner's Drivers License# \_\_\_\_\_

Vehicle VIN# \_\_\_\_\_ Vehicle Make \_\_\_\_\_

Vehicle Model \_\_\_\_\_ Vehicle Tag \_\_\_\_\_

Social Security # \_\_\_\_\_

Please list the number of Drivers that will be driving the vehicle listed above: \_\_\_\_\_

### **CONTACT INFORMATION**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Applicant Email address: \_\_\_\_\_

Relationship of Applicant to Business: \_\_\_\_\_

Authorized to act on behalf of the business? (Provide documentation, if applicable) Yes ☐ No ☐

**Please read the section below carefully before signing**

I hereby acknowledge and affirm that I have candidly and fully identified all uses that are to be operated from the above-described address, and that only the use(s) identified in this application shall operate from said address. I further acknowledge that the failure to candidly, accurately and fully identify all uses that are to be operated from the above-described address is grounds for a civil penalty and will result in the immediate denial or revocation of my certificate of use and closure of my business.

I also understand that the operation of any use other than the use(s) identified above is grounds for the immediate denial or revocation of the Certificate of Use. I further understand that if there are any changes in the operation of my business as stated in this affidavit subsequent to the opening of my business, that I will agree to file the necessary application(s) and affidavit(s) and seek prior approval from the City of Lauderhill for any such changes. Failure to obtain the necessary prior approval will result in the immediate revocation of my certificate of use and closure of my business.

I further understand that the issuance of a Local Business Tax receipt is contingent on the approval of a Certificate of Use and on compliance with all building and zoning ordinances of the City of Lauderhill, and that this compliance must be maintained. Failure to maintain compliance will be cause for revocation of the Certificate of Use.

If a background investigation of any applicant for a Certificate of Use or Local Business Tax Receipt is required, as pursuant to the Code of Ordinances, Chapter 12, Business Regulations, the applicant shall be required to reimburse the City for the cost of the investigation prior to the issuance of the Certificate of Use or Local Business Tax Receipt. Alternatively, if a background investigation of an applicant results in the denial or revocation of a Certificate of Use or Local Business Tax Receipt, said applicant or business owner shall be required to reimburse the City for the costs of the investigation.

I understand that all signage related to my business is subject to Schedule I of the Lauderhill Land Development Regulations and generally requires city approval and a permit before it can be legally placed on or in my business.

I additionally acknowledge that both the Certificate of Use and the Local Business Tax Receipt expire September 30<sup>th</sup> of each year and must be renewed by this date; otherwise, the City of Lauderhill will undertake such actions as is specified in the Code of Ordinances. **As such, on October 1<sup>st</sup>, a 10% penalty will be assessed, an additional 5% on November 1<sup>st</sup>, 5% on December 1<sup>st</sup> and 5% on January 1<sup>st</sup> of the fiscal year.**

**By signing this application, I understand that if the rental property is sold or transferred, I am responsible for notifying the City of Lauderhill, Business Tax Division in writing of the change of ownership. In addition, I must provide proof of ownership change and I understand that I will be responsible for all Local Business Tax fees owed on the account.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Signature Date

**THIS DOCUMENT MUST BE NOTARIZED**

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_, Notary Public      Commission No. \_\_\_\_\_

Signature of Notary Public

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped



## TOP 10 CODE VIOLATIONS

### TOP 10 VIOLATIONS - # 1

#### Yard Maintenance standards

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- Lawn & Swale areas must be maintained. Deteriorated areas must be re-sod.

### TOP 10 VIOLATIONS - # 2

#### Building Maintenance Standards

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- Buildings, doors, roofs, shutters, and wood trim must be free of faded/chipped paint and discolorations. If these conditions occur, the area must be cleaned or painted. Note that painting of buildings may require a free permit from the Building Department.

### TOP 10 VIOLATIONS - # 3

#### Pools

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- Pools must be maintained in a clean & sanitary condition to prevent it from becoming a breeding ground for insects, rodents and reptiles.

### TOP 10 VIOLATIONS - # 4

#### Address Numbers

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- Address numbers must be clearly posted on all buildings in the city. The numbers must be at least three inches in height, must be of a contrasting color and must be clearly visible from the roadway.

### TOP 10 VIOLATIONS - # 5

#### Fences, Walls, & Hedges

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- Fences and walls must be maintained in a good state of repair, free from damage, deterioration and discoloration.

### TOP 10 VIOLATIONS - # 6

#### Trash & Debris

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- Trash & debris can not be left in view of the public and must be disposed of properly.

### TOP 10 VIOLATIONS - # 7

#### Occupational Licenses

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- Prior to entering into or conducting business activities in the city, a Certificate of Use must be obtained.

### TOP 10 VIOLATIONS - # 8

#### Signage

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- Certain signs may be permitted with a sign permit. Contact the Finance Department at (954) 730-3030 for further information

### TOP 10 VIOLATIONS - # 9

#### Abandoned Vehicles/Repairs

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- Any vehicle on public or private property that does not display a current tag is considered to be abandoned. These vehicles will be posted with a five days notice, and then will be towed if a current tag is not placed on the vehicle or the vehicle is not removed from the city.

### TOP 10 VIOLATIONS - # 10

#### Parking Regulations

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- Vehicles may only park on paved areas of private property. Parking is prohibited on front, side and rear yard areas. Parking on the swale is permitted with the abutting property owner's permission. Parking any portion of a vehicle on the roadway is prohibited.

# **Housing Quality Standards (HQS) for Residential Rental Inspections**

## **General Room Standards**

**Electrical Hazards  
Security  
Window Condition  
Wall condition  
Ceiling condition  
Floor condition  
Interior Paint**

### **Living Room**

- Electricity- at least two working outlets, or one working outlet and one working light fixture
- Window Condition-windows free of signs of severe deterioration or missing or broken out panes
- Ceiling- ceiling condition sound and free from hazardous defects
- Floor condition sound and free of hazardous defects

### **Kitchen**

- Electricity- at least one working outlet and one working, permanently installed light fixture
- Working Oven and Stove/Range- working oven, and a stove (or range) with top burners that work. If no working oven present, a microwave oven is present.
- Working Refrigerator that maintains a temperature low enough so that food does not spoil over a reasonable period of time.
- Sink- with hot and cold running water
- Storage and Preparation of Food-space to store prepare and serve food.

### **Bathroom**

- Electricity- at least one permanently installed light fixture
- Working toilet in the unit for the exclusive private use of the tenant-flush toilet in enclosed room in unit.
- Fixed washbasin or lavatory in unit- permanently installed wash basin with hot and cold running water in the unit.
- Tub or shower in unit- working tub or shower with hot and cold running water in the unit
- Ventilation- openable windows or a working vent system.

## **HQS Standards, continued.....**

### **Other rooms used for living**

- Electricity/illumination- two working outlets or one working outlet and one working, permanently installed light fixture.
- Second bathroom
- All Secondary rooms
- Electrical hazards
- Security- all windows and doors that are accessible from the outside lockable
- Smoke detectors- working smoke detector on each level that meet requirements of NFPA 74. If the unit is occupied by the hearing impaired, is there an alarm system connected to the smoke detector.

### **Building Exterior**

- Foundation- sound and free from hazards
- Stairs, porches, railings sound and free from hazards
- Roofs and gutters and downspouts sound and free from hazards
- Exterior walls (including chimney) sound and free from hazards
- Exterior paint is free of deteriorated paints.

### **Plumbing and heating**

- Heating requirements- capable of providing adequate heat (either directly or indirectly) to all rooms used for living.
- Safety and heating equipment- unit is free from unvented fuel burning space heaters or any other types of unsafe heating conditions.
- Ventilation and adequacy of cooling by means of openable windows or a working cooling system
- Water heaters- located and equipped, and installed in a safe manner
- Water supply- the unit is served by an approvable public or private sanitary water supply.
- Plumbing- free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water.
- Sewer connection- plumbing connected to an approvable

### **General Health and Safety**

- Access to unit- unit can be entered without having to go through another unit
- Exits- acceptable fire exit that is not blocked.
- Infestation-unit is free from rats or severe infestation by mice or vermin
- Garbage and debris-
- Refuse disposal- adequate covered facilities for temporary storage and disposal of food wastes, and are approvable by a local agency
- Interior stairs and common halls are free from hazards
- Other interior hazards-
- Elevators- current inspection certificate
- Interior air quality- unit must be free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel, gas, dust, or other pollutants.

## **Sec. 12-9. Certificate of use and local business tax receipt for home-based businesses.**

Any person who is engaged in a personal profession or occupation and uses his own personal residence for that purpose shall apply for a certificate of use and local business tax receipt. Such applicant may list his home address as the place of business but, upon receipt of the certificate of use and local business tax receipt, must comply with the following conditions:

- (1) The applicant shall not use the premises for the manufacturing, storing, distribution, repair, sale or installation of any merchandise or goods or of any equipment which is not customarily stored or installed in a residence. Telecommunication and electronic information systems are permitted equipment.
- (2) No person or customer shall come upon the premises in order to obtain the personal skill or talent of the applicant or to conduct business for which the applicant is approved.
- (3) The applicant may not use this address for purposes of advertising, soliciting or announcing the approved use of the premises through printed material or any other media with the exception of stationery or business cards.
- (4) The address or telephone of the premises may be used for receiving personal and business mail and telephone calls, and the telephone number may be listed in the telephone directory.
- (5) No employees of any type may be permitted on the premises at any time in conjunction with the authorized use for which the certificate of use and local business tax receipt is issued other than someone who regularly resides at the residence.
- (6) No sign of any type may be posted or displayed on the premises which may serve to indicate that the premises are being used as a business; and no vehicle with any signs displayed thereon, which might serve to indicate that the premises are being used for a business use, shall be parked on the premises except that such vehicle may be parked within a closed garage in a manner which is not visible from a public right-of-way.
- (7) The issuance of the certificate of use and local business tax receipt shall permit the operation of the profession or occupation by the applicant in any residentially zoned district in the city except RMH-50, any other provision in this Code notwithstanding. However, no certificate of use or local business tax receipt shall be issued if the conduct of the profession or occupation is prohibited by deed restriction or declaration of condominium at the residence of the applicant.
- (8) No certificate of use or local business tax receipt shall be issued for the conduct of a business wherein the general public place orders with the business by mail or telephone for general merchandise.
- (9) A garage sale shall be restricted to a maximum of three (3) consecutive days. A resident shall be permitted a maximum of three (3) garage sales per household during a calendar year. No license shall be required.